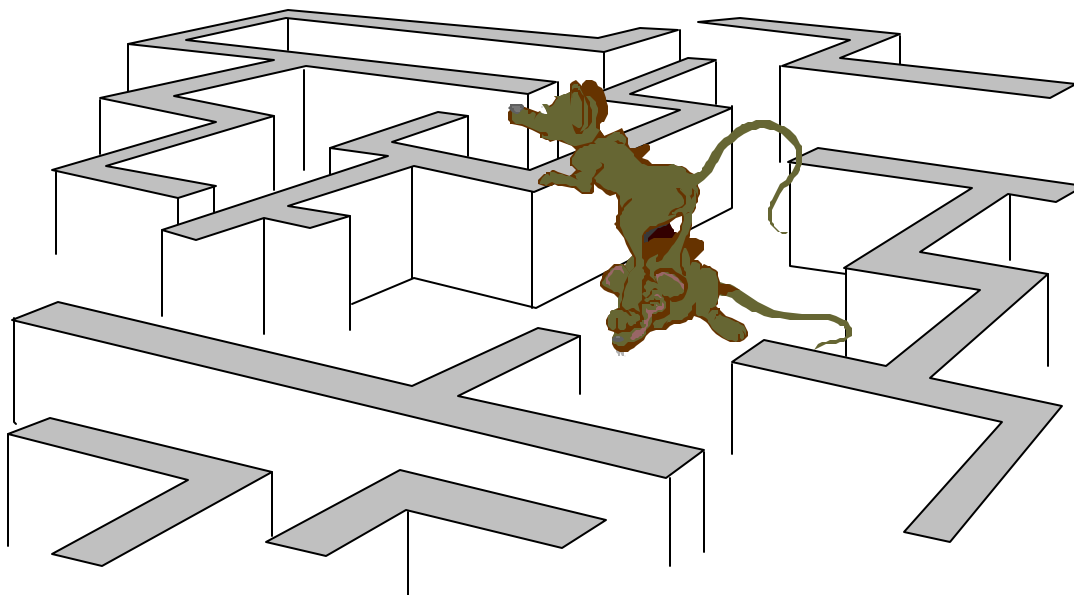


**WORKFORCE INVESTMENT ACT**  
**TITLE I-B YOUTH PROGRAM**  
**INDICATORS OF PERFORMANCE**  
**TECHNICAL ASSISTANCE GUIDE**



**DEVELOPED BY:**  
**State of Wisconsin**  
**Division of Workforce Solutions**  
**Bureau of Workforce Programs**  
**Workforce Policy Development Section**  
**Program and Policy Development Unit**

**March 2003**

## **Workforce Investment Act Title I-B Youth Program Performance Measures Technical Assistance Guide**

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### **TWO SETS OF PERFORMANCE MEASURES**

***Younger Youth (14 - 18)*** – Individuals under age 19 at registration who received youth activities funded by WIA youth program funds.

Younger Youth Performance Measures are:

1. Attainment of basic skills and, as appropriate, work readiness or occupational skills;
2. Attainment of secondary school diplomas and their recognized equivalents; and
3. Placement and retention in postsecondary education, advanced training, military service, employment, or qualified apprenticeships.

Younger Youth may be in-school youth or out of school youth. Out of school youth include:

1. Eligible youth who are drop outs, (i.e., have not completed high school or the equivalent and are no longer attending any school); or
2. Those who have earned their high school diploma, GED or HSED and are basic skills deficient, unemployed or underemployed.

***Older Youth (19 – 21)*** – Individuals age 19 – 21 at registration who received youth activities funded by WIA youth program funds.

Older Youth Performance Measures are:

1. Entered employment rate;
2. Retention in unsubsidized employment six months after entry into the employment;
3. Earnings received in unsubsidized employment six months after entry into the employment; and
4. Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment or who enter postsecondary education, advanced training or unsubsidized employment.

Older Youth may be in-school youth or out of school youth. Out of school youth include:

1. Eligible youth who are drop outs, (i.e., have not completed high school or the equivalent and are no longer attending any school); or
2. Those who have earned their high school diploma, GED or HSED and are basic skills deficient, unemployed or underemployed.

**NOTE:** Classification as a younger or older youth is done at registration and does not change regardless of the individual's age at exit.

### **Negotiated Levels of Performance**

The Federal Planning Guidance for the State's Five Year WIA Plan required Wisconsin to negotiate levels of performance for each performance measure for the first 3 years of WIA and submit those performance levels in the State's Plan. In addition, the State Planning Guidance for Local Five Year WIA Plans required Workforce Development Boards to negotiate levels of performance for each performance measure for the first 3 years of WIA and submit those performance measures in the Local Plan. The state's negotiated levels for each of the youth performance measures are in the table below.

WIA Requirement At Section 136 (B)	Federal Seven State Benchmark	WI PY 97 Baseline	Performance Goals Out Years		
			1	2	3
<b>Youth Aged 19-21:</b>					
Entered Employment Rate	63%	73.30%	63%	68.20%	73.30%
6-Months Retention in Unsubsidized Employment	77%	79.10%	77%	78.00%	79.10%
6-Months Earnings received in Unsubsidized Employment	\$3,150	\$3,383.00	\$3,150	\$3,266.00	\$3,383.00
Attainment of Educational or Occupational Skills Credential	50%	n/a	50%	51.00%	52.00%
<b>Youth Aged 14-18:</b>					
Attainment of Basic, Work Readiness, &/or Occupational Skills Credential	72%	n/a	72%	72.50%	73.00%
Attainment of Secondary School Diplomas/Equivalents	55%	n/a	55%	56.00%	57.00%
Placement and Retention in Post-Secondary Education/Training, or Placement in Military, Employment, Apprenticeships	54%	n/a	54%	54.50%	55.00%
Customer Satisfaction					

Negotiated levels of performance for Program Year (PY) 00 (July 1, 2000 – June 30, 2001) are reflected in **Performance Goals Out Years** column labeled **1**.

Negotiated levels of performance for PY 01 (July 1, 2001 – June 30, 2002) are reflected in **Performance Goals Out Years** column labeled **2**.

Negotiated levels of performance for PY 02 (July 1, 2002 – June 30, 2003) are reflected in **Performance Goals Out Years** column labeled **3**.

Negotiations for levels of performance for PY 03 and PY 04 will be completed in the future.

### Youth Performance Measures in Depth

This section of the Technical Assistance Guide will provide detailed information on each of the WIA youth performance measures. Information on each performance measure will be divided into seven sections.

- What is this measure?
- Who is included in this measure?
- Who is excluded from this measure?
- What definitions apply to this measure?

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- When is this measured?
- What period of time does this measure cover?
- How is this measure reported in ASSET?

## Exclusions from Performance Measures

Participants who exit from services because they are incarcerated; institutionalized; deceased; have a health/medical condition that prevents them from participating in services; or are reservists called to active duty and choose not to return to WIA, are excluded from all measures. Because this exclusion applies to every measure it is not repeated for each measure. The ASSET Program Exit screen has an "Other Exit Reason" field. One of the exclusion reasons must be selected to ensure these individuals are properly excluded from the exit measures.

### Other Exit Reason

Institutionalized
Health/Medical
Deceased
Reservist called to Active Duty

## Younger Youth (14 – 18) Measure Skill Attainment Rate

**What is this Measure?** Up to three skill attainment goals may be reported in this measure each program year. The first skill attainment goal must be set on the registration date. Other goals may be set at this time or they may be set at a later date. If more than three goals are set, the three earliest goals, determined by the date set will be counted and reported in the measure. Each goal has its own anniversary date, which is one year after the set date. New skill attainment goals may be set even if all previously set goals have not been attained.

**What is Included in this Measure?** This measure compares the number of skill goals set to the number of skill goals that are attained during the report quarter period. A maximum of three goals per program year per Younger Youth will be reported. The goal is counted if it is either attained (numerator) or one year since the goal was set has passed (denominator).

**Who is Excluded from this Measure?** Youth who do not have any skill attainment goals are excluded from this measure. Youth who have skill attainment goals set, but the status is documented in ASSET as "Set, attainment pending" and the goal's one year anniversary date(s) occurs later than the end of the report period, are also excluded from this measure.

### What Definitions Apply to this Measure?

*Basic literacy skills deficient* - the individual computes or solves problems, reads, writes, or speaks English at or below the 8<sup>th</sup> grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, States and locals have the option of establishing their own definition, which must include the above language. In cases where States and/or locals establish such a definition, that definition will be used for basic literacy skills determination.

*Basic skills goal* - measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

*Occupational skills goal* - primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

*Work readiness skills goal* - work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

**When is this Measured?** Skill Attainment Rate is measured **DURING** program participation. Skill goals that are recorded as "Attained" during the reporting quarter are included in the numerator. Skill goals that were set and the one year anniversary of the date each goal was set falls within the reporting quarter, and the goal has not been recorded as attained are included in the denominator.

Negotiated Performance Out Years	Program Year	Quarters	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 00 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	07/01/00 – 06/30/01
Year 2	PY 01 07/01/01 – 06/30/02	PY 01 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	07/01/01 – 06/30/02
Year 3	PY 02 07/01/02 – 06/30/03	PY 02 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	07/01/02 – 06/30/03

**What Period of Time does this Measure Cover?** This measure is reported by actual program year.

**How is this Measure Reported in ASSET?** Skill Attainment Goals are recorded on the Youth Skill Attainment Screen in ASSET. The Goal Attainment Status and the Date Set fields will be read to determine whether to include a particular goal in reporting for that quarter. Goals with a Goal Attainment Status of Attained or Not Attained and the Actual Date of Attainment is during the reporting quarter will be included in this measure.

## Younger Youth (14 – 18) Measure Attainment Of Secondary School Diplomas And Their Recognized Equivalents

**What is this Measure?** Number of younger youth who attained secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of younger youth who exit during the quarter.

**Who is Included in this Measure?** Individuals who exit the WIA youth program and who at registration did not have a high school diploma or it's equivalent and who are not still in high school at the time of exit.

**Who is Excluded from this Measure?** Individuals who had a high school diploma or equivalent at registration and youth who remain in secondary school at exit are excluded from this measure.

### What Definitions Apply to this Measure?

*High School Diploma Equivalent* - a GED or high school equivalency diploma recognized by the State.

**When is this Measured?** This is an EXIT measure. It includes individuals who exit during the program year. See example below.

Registration Date	Exit Quarter	First Quarter after Exit
Date of First WIA Services	07/01/00 – 09/30/00	10/01/00 – 12/31/00

**What Period of Time does this Measure Cover?** This measure includes youth who exited during the program year and attained their secondary school diploma or equivalent during program participation through the end of the quarter after the exit quarter.

Negotiated Performance Out Years	Program Year	Quarters	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 00 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	07/01/00 – 03/31/01
Year 2	PY 01 07/01/01 – 06/30/02	PY 01 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	07/01/01 – 03/31/02
Year 3	PY 02 07/01/02 – 06/30/03	PY 02 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	07/01/02 – 03/31/03

**How is this Measure Reported in ASSET?** Attainment of a High School Diploma or GED or HSED is recorded on the Program Exit screen in the Credential Attained section. The date the credential was earned also needs to be recorded. When an individual earns their secondary diploma or equivalent during program participation case managers will need to record that information along with the date it was attained somewhere other than the Program Exit screen. Currently, data can not be stored on the Program Exit screen unless the individual is exiting. It is important to remember to record that information when you later complete the Program Exit screen. Similarly, if an individual exits the program and earns their diploma after they exit but

prior to the last day of the quarter after the exit quarter the Program Exit screen should be edited to capture that data.

Attending High School at Exit is also in the Credential Attained section of the Program Exit screen and YES should be recorded for those youth who are still in high school at exit.

Individuals who had already earned their secondary school diploma or equivalent at registration are also excluded from this measure. The WIA Title I Youth Registration screen has the Education Status at Registration field. If either the individuals Education Status at Time of Registration is Student, Attending Post H.S. or Not Attending, H.S. Grad, they are excluded.

#### Education Status at Time of Registration

	▼
Student, High School or Less	
Student, Attending Post H.S.	
Not Attending, H.S. Dropout	
Not Attending, H.S. Grad.	

### Younger Youth (14 – 18) Measure Retention Rate

**What is this Measure?** Placement and retention in postsecondary education, advanced training, military service, unsubsidized employment, or qualified apprenticeships. The measure is determined by dividing the number of younger youth who, in the third quarter after the exit quarter, are in post secondary education, advanced training, unsubsidized employment, military service or qualified apprenticeships by the number of younger youth who exit during the quarter.

**Who is Included in this Measure?** Individuals who exit the WIA youth program and did not remain in secondary school at exit.

#### What Definitions Apply to this Measure?

*Post-Secondary Education* - a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

*Advanced Training* - an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop, WIA and partner, system (i.e., training following exit).

*Military service* - reporting for active duty.

*Unsubsidized Employment* – any employment, including self employment, not financed by either funds provided under WIA or by direct wage subsidies provided by any type of public funds.

*Qualified apprenticeship* - a program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (State Apprenticeship Council). Approval is by certified registration or other appropriate written credential.

**Who is Excluded from this Measure?** Individuals who remain in secondary school at the time of exit are excluded from this measure.

**When is this Measured?** This is an EXIT measure. It is measured in the third quarter after the exit quarter. For example, if the participant exits any time from July 1 – September 30, 2002, the 3<sup>rd</sup> quarter after exit will be April 1 – June 30, 2003.

**What Period of Time does this Measure Cover?** Individuals who exited during the last 3 quarters of the previous program year and the 1<sup>st</sup> quarter of the current program year are included in the group of exiters tracked for this measure for the program year.

Negotiated Performance Out Years	Program Year	Quarters of Exit	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 99 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 00 1 <sup>st</sup>	10/01/99 through 03/31/00
Year 2	PY 01 07/01/01 – 06/30/02	PY 00 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 01 1 <sup>st</sup>	10/01/00 through 03/31/01
Year 3	PY 02 07/01/02 – 06/30/03	PY 01 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 02 1 <sup>st</sup>	10/01/01 through 03/31/02

**How is this Measure Reported in ASSET?** The Program Exit screen captures youth retention data. In the section labeled Third Quarter After Exit Quarter the Younger Youth Placement Third Quarter After Exit field has a drop down menu with six choices. Select one of the choices. If the youth qualifies for several of the placement outcomes record the primary one. Determination of which outcome is primary is a local decision. Case managers must record this outcome. Only employment data through the UI wage record cross match will be available without case manager or other staff input. All other retention outcomes must be recorded here.

#### Younger Youth Placement 3<sup>rd</sup> Quarter After Exit

	▼
Entered Post-secondary Education	
Entered Advanced Training	
Entered Military Service	
Entered a Qualified Apprenticeship	
Entered Unsubsidized Employment	
Was Not Retained in 1-5 Above	

#### Older Youth (Age 19-21) Measure Entered Employment Rate

**What is this Measure?** Number of older youth who have entered employment by the end of the first quarter after exit divided by the number of older youth who exit during the quarter. The individual is considered employed if UI wage records for the quarter after exit show earnings greater than zero. UI Wage records will be the primary data source for tracking employment in the quarter after exit. When other data sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.



**Who is Included in this Measure?** Includes all older youth except those who meet the exclusions below. Individuals who are both employed and in post-secondary education or advanced training in the first quarter after exit are included in this measure.

**Who is Excluded from this Measure?** Individuals who are employed at registration are excluded from this measure. Individuals who are not employed, but are in post-secondary education or advanced training in the first quarter after exit are also excluded from this measure.

**What Definitions Apply to this Measure?**

*Employed at Registration* - An individual employed at registration is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

*Post-Secondary Education* - a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

*Advanced Training* - an occupational skills employment/training program outside of the One-Stop, WIA and partner system, which does not duplicate training received under Title I.

**When is this Measured?** This is an EXIT measure. It is measured in the first quarter after the exit quarter. For example, if a participant exits any time from July 1 – September 30, 2002, the first quarter after exit is October 1 – December 31, 2002.

**What Period of Time does this Measure Cover?** Individuals who exited during the last 3 quarters of the previous program year and the 1<sup>st</sup> quarter of the current program year are included in the group tracked for this measure for the program year.

Negotiated Performance Out Years	Program Year	Quarters of Exit	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 99 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 00 1 <sup>st</sup>	10/01/99 through 09/30/00
Year 2	PY 01 07/01/01 – 06/30/02	PY 00 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 01 1 <sup>st</sup>	10/01/00 through 09/30/01
Year 3	PY 02 07/01/02 – 06/30/03	PY 01 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 02 1 <sup>st</sup>	10/01/01 through 09/30/02

**How is this Measure Reported in ASSET?** Exit information is recorded on the Program Exit screen. Data for this measure is obtained from the UI Wage record. Other sources of data will be used once a process has been developed for obtaining the information and entering it into ASSET.

### Employment Status at Time of Registration

Employed
Underemployed
Not Employed

Individuals who are in post-secondary or advanced training and are excluded from this measure must have that information recorded in the Older Youth Placement First Quarter After Exit field, in the First Quarter after Exit Quarter section of the Program Exit screen.

### Older Youth Placement 1st Quarter After Exit

Entered Advanced Training
Entered Post-secondary Education
Did not enter further training

### Older Youth (Age 19-21) Measure Employment Retention Rate at Six Months

**What is this Measure?** This measures the number of older youth who were employed in the first quarter after exit and are employed in third quarter after exit divided by the number of older youth who exit during the quarter. Employment in the first and third quarters following exit does not have to be with the same employer. The individual is considered employed if UI wage records for the quarter after exit show earnings greater than zero. UI Wage records will be the primary data source for tracking employment in the quarter after exit. When other data sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.

**Who is Included in this Measure?** This measure includes all individuals who are employed in the first quarter following exit except those specifically excluded as described below.

**Who is Excluded from this Measure?** Individuals who were employed in the first quarter and not employed in the third quarter following exit, but are in post-secondary education or advanced training in the third quarter following exit are excluded.

#### **What Definitions Apply to this Measure?**

*Post-Secondary Education* - a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

*Advanced Training* - an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop, WIA and partner, system (i.e., training following exit).

**When is this Measured?** This is an EXIT measure. It is measured in the third quarter after the exit quarter. For example, if the participant exits any time from July 1 – September 30, 2002, the 3<sup>rd</sup> quarter after exit will be April 1 – June 30, 2003

**What Period of Time does this Measure Cover?** Individuals who exited during the last 3 quarters of the previous program year and the 1<sup>st</sup> quarter of the current program year are included in the group of exiters tracked for this measure for the program year.

Negotiated Performance Out Years	Program Year	Quarters of Exit	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 99 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 00 1 <sup>st</sup>	10-01 99 through 03/31/00
Year 2	PY 01 07/01/01 – 06/30/02	PY 00 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 01 1 <sup>st</sup>	10-01 00 through 03/31/01
Year 3	PY 02 07/01/02 – 06/30/03	PY 01 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 02 1 <sup>st</sup>	10-01 01 through 03/31/02

**How is this measure reported in ASSET?** At present, the UI Wage record is the only source of data for this measure. Other data sources will be used once a process has been developed for obtaining the information and entering it into ASSET. Individuals who are in post secondary or advanced training and should be excluded must have that information recorded in the Older Youth Placement Third Quarter After Exit field in the Third Quarter after Exit Quarter section of the Program Exit screen.

#### Older Youth Placement 3<sup>rd</sup> Quarter After Exit

	▼
In Advanced Training	
In Post-Secondary Education	
Did not enter further training	

#### Older Youth (Age 19-21) Measure Average Earnings Change in Six Months

**What is this Measure?** This measures total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of older youth who exit during the quarter. This measure includes all older youth who were employed in the first quarter after exit. The UI wage records will be the only data source for this measure.

**Who is Included in this Measure?** Individuals who are employed in UI covered employment in the quarter after the exit quarter.

**Who is excluded from this measure?** Individuals who are not employed in the first quarter after exit. Individuals whose employment status (pre- or post-program) cannot be confirmed by UI Wage Record cross match, or through other accepted data sources. Individuals whose entry date is so far back in time that accessing pre-registration wage data is unfeasible or unreasonable are also excluded from the measure.

**What definitions apply to this measure?**

*Uncovered Employment* – Employment not included in UI Wage Record or other automated reporting systems. Includes self employment, some agricultural employment, and employment where earnings are primarily based on commission.

*Pre-program Earnings* - pre-program earnings are recorded in ASSET as "Earnings at Registration", and are used in calculating the earnings change for the WIA performance measure. Earnings at Registration are the total earnings from all employment for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters prior to program registration. DWD will use data from the UI Wage Record System (or other data sources) in calculating WIA performance, not the data entered by local program operators in ASSET. Therefore, Earnings at Registration information entered by local programs may only be used as an estimate and for local tracking and performance management purposes.

**When is this measured?** This is an EXIT measure. It is measured in the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters after exit and the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters prior to registration. The 2<sup>nd</sup> and 3<sup>rd</sup> quarters prior to registration are used because trends show that many participants experience intermittent or "stop-gap" employment immediately prior to registration. See the example in the table below, which is based on a participant who registers any time from July 1 – September 30, 2000 and exits any time from October 1 – December 31, 2000.

Registration Quarter	2 <sup>nd</sup> Quarter Prior to Registration	3 <sup>rd</sup> Quarter Prior to Registration	Exit Quarter	Second Quarter After Exit Quarter	Third Quarter After Exit Quarter
07/01/00 – 09/30/00	01/01/00 – 03/31/00	10/01/99 – 12/31/00	10/01/00 – 12/31/00	04/01/01 – 06/30/01	07/01/01 – 09/30/01

**What period of time does this measure cover?** Individuals with covered wages in the quarter after exit who exited during the last 3 quarters of the previous program year and the 1<sup>st</sup> quarter of the current program year are included in the group of exiters tracked for this measure for the program year.

Negotiated Performance Out Years	Program Year	Quarters of Exit	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 99 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 00 1 <sup>st</sup>	10/0/ 99 through 03/31/00
Year 2	PY 01 07/01/01 – 06/30/02	PY 00 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 01 1 <sup>st</sup>	10/01/00 through 03/31/01
Year 3	PY 02 07/01/02 – 06/30/03	PY 01 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 02 1 <sup>st</sup>	10/01/01 through 03/31/02

**How is this measure reported in ASSET?** At present, the UI Wage record is the only source of data for this measure. Other data sources will be used once a process has been developed for obtaining the information and entering it into ASSET.

### Older Youth (Age 19-21) Measure Credential Rate

**What is this Measure?** Number of older youth who are in employment, post-secondary education, or advanced training in the first quarter after exit and received a credential by the end

of the third quarter after exit divided by the number of older youth who exit during the quarter. A credential can be coupled with employment, entry into post-secondary education, or entry into advanced training. Credentials can be obtained while an individual is still participating in services.

**Who is Included in this Measure?** All older youth exiters will be included in this measure.

**Who is excluded from this measure?** There are no exclusions from this measure.

**What definitions apply to this measure?**

*Credential* - nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

*Post-Secondary Education* - a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

*Advanced Training* - an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop, WIA and partner, system (i.e., training following exit).

*Training Services* - One or more courses, or classes, or a structured regime, that upon successful completion, leads to:

- a. A certificate, associate degree, or baccalaureate degree; or
- b. The skill or competencies needed for a specific job or jobs, an occupation, occupational groups, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

For credential reporting purposes, "Training Services" means WIA-funded and non-WIA funded partner training services. These services include:

- occupational skills training, including training for nontraditional employment;
- on-the-job training;
- programs that combine workplace training with related instruction which may include cooperative education programs;
- training programs operated by the private sector;
- skill upgrading and retraining;
- entrepreneurial training;
- short term prevocational activities to prepare individuals for employment or training;
- adult education and literacy activities in combination with other training; and
- customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**When is this measured?** This is an EXIT measure that has two components. In the quarter after the exit quarter, entry into employment, post-secondary education, or advanced training is measured. In the third quarter after the exit quarter, attainment of a credential is measured. The following table illustrates the measurement quarters for a participant who exited any time between October 1 and December 31, 2000.

Exit Quarter	First Quarter after Exit	Third Quarter after Exit
10/01/00 – 12/31/00	01/01/01 – 03/31/01	07/01/01 – 09/30/01

**What period of time does this measure cover?** Individuals who exited during the last 3 quarters of the previous program year and the 1<sup>st</sup> quarter of the current program year are included in the group of exiters tracked for this measure for the program year.

Negotiated Performance Out Years	Program Year	Quarters of Exit	Actual Time Period Covered by Annual Report
Year 1	PY 00 07/01/00 – 06/30/01	PY 99 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 00 1 <sup>st</sup>	10/01/99 through 09/30/00
Year 2	PY 01 07/01/01 – 06/30/02	PY 00 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 01 1 <sup>st</sup>	10/01/00 through 09/30/01
Year 3	PY 02 07/01/02 – 06/30/03	PY 01 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> and PY 02 1 <sup>st</sup>	10/01/01 through 09/30/02

**How is this measure reported in ASSET?** At present, the UI Wage record is the only source of data for employment confirmation. Other data sources will be used once a process has been developed for obtaining the information and entering it into ASSET.

Individuals who are attending post secondary or advanced training in the quarter after the exit quarter must have that information recorded in the Older Youth Placement First Quarter After Exit field in the First Quarter after Exit Quarter section of the Program Exit screen.

#### Older Youth Placement 1<sup>st</sup> Quarter After Exit

	▼
Entered Advanced Training	
Entered Post-secondary Education	
Did not enter further training	

Credential Attainment is reported on the Program Exit screen. The date the credential was earned also needs to be recorded. When an individual earns a credential during program participation case managers will need to record that information along with the date it was attained somewhere other than the Program Exit screen. Currently, data can not be stored on the Program Exit screen unless the individual is exiting. It is important to remember to record that information when you later complete the Program Exit screen. Similarly, if an individual exits the program and earns a credential after they exit but prior to the last day of the third quarter after the exit quarter the Program Exit screen should be edited to capture that data.